

Minutes of the Town Hall Committee held on 28th November 2019 at the Town Hall at 7pm

Persons present Cllr Byles (Chair), Cllr Hudson (Mayor), Cllrs Evitt, Blake and Smith

1. Apologies for absence Cllr Berry (co opted member)
2. Relations with neighbours – the Chair reported no further developments.
3. Bookings for the Town Hall – good and the Town Hall will make its financial targets this year.
4. Audio system – up and working well though it was agreed the public attending the Town Council meetings need to be guided on its use and reminded they must stand when they wish to speak to the Town Council.
5. Tables in the Council chamber = noted that the three large tables will be picked up by the Hoxne Swan on Sunday and the Town Clerk will invoice the Hoxne Swan for £100 plus vat.
6. The Committee inspected the large table in the Hall which has been painted and the top sanded and varnished and agreed that the same be carried out on the small table in the Council chamber.
7. Cllr Evitt reported that the final picture to be renovated will be completed by Christmas and the Chair pointed out that a job for the new year will be to put up the digital pictures in the Hall.
8. Designated Premises Supervisor – the Chair will train for this position and it was agreed that another person was needed to be a personal licence holder.
9. Fire Risk Assessment – it was noted this has been completed and no outstanding work is required.
10. Lighting in the Council chamber – it was **unanimously resolved** to accept the estimate of £5496 from Bernard Tatum & Sons Ltd and to include a contingency of £1500 for any extras such as repainting following the electrical work.
11. Risk Assessment of the Town Hall – noted that this will be completed in December.
12. Any other business. The Chair reported that a scissor lift had been used on Wednesday Nov 27th to gain access to the roof to ascertain what was

causing the leak in the hall. Cllr Berry went up in the scissor lift and with John Durrant he found that crumbling brick work had caused an ingress of water. It was raining hard so no remedial work could be done and the Committee noted that a scaffold will be erected in the future so that a repair can be effected. It was also agreed that Mark Joy will be contacted to see whether the radiators can be fitted with silent fans to cut down on the loud background noise the radiators emit.

13. The next meeting of the Committee will be held in January unless anything urgent requiring the Committee's attention arises in the meantime.

The meeting ended at 8pm

Resolutions to Town Council

1. To note the Minutes of the meeting of the Town Hall Committee held on Thursday 28th November 2019
2. To accept the estimate dated 3rd November 2019 from Desmond Tatum of Bernard Tatum & Sons Ltd to remove the present strip lighting in the Council chamber of the Town Hall and replace the said lighting with eight spot lights and a track holding spot lights to be placed within the rectangle lighting well using LED lighting throughout for a sum of £4580 plus vat together with a contingency of £1500 for unexpected costs and repainting costs making a total of £6996.00